**HR actions before the end of term**

**IBC self-service**

This is a busy time of year and to help with a smooth transition to the new year you should start working now on those HR tasks that need to be completed by the end of term.

**Starters**

* Submit ‘Manage Starter’ forms as soon as possible for new employees.
* If you need support, check the IBC online guidance (search ‘Manage Starter’) and if this doesn’t answer your question try webchat by clicking on the ‘Need help, chat now’ icon in the bottom right of the screen.
* If you have **staff joining the organisation at the beginning of term** their start date must be 1 January 2024 (not 8 January 2024 which is the start of term).
* If you have **staff transferring to your school** from another Oxfordshire County Council maintained school, use ‘Move Employee’ in IBC to transfer them into your school’s organisational management (OM) structure. This also applies to staff moving to your school from Oxfordshire County Council (from a non-school role).
* The Good Work Plan legislation states contracts must be issued to new employees on their first day of employment. To make sure your school is legally compliant you must submit your new starter forms before the employee’s start date, where this can’t be done follow the guidance on the [Step 3 - Formal offer | Oxfordshire Schools](https://schools.oxfordshire.gov.uk/schools-hr/recruitment/step-3-formal-offer) about sending out conditional offer letters.
* ‘Manage Starter’ and ‘Move Employee’ forms can still be submitted when payroll is closed. Once payroll reopens these go through into the system. NOTE: you will receive a warning message that payroll is closed when you go into these forms and the forms will show with an error when you submit it, however these messages are due to the system closure and your form will be actioned once payroll opens. Please do not submit another form.

Remember

* Always check your ‘My enquiry’ in IBC for outstanding queries.
* If you receive a notification from the IBC asking for more information about starters, please respond as quickly as possible, as delays in answering may result in contract documents being issued late.

# How to access contract documents that the IBC produces contracts for your school

Contractual documents are uploaded straight to the employees’ e- personnel file (ePF). A notification is sent to the school’s generic email address e.g. adminoffice@<schoolname> confirming the documents are in the ePF.

School administrative staff, with IBC HR access, can access the ePF for starters by following these steps.

 Open IBC

1. Click ‘My Teams’ (or search it by clicking the magnifying glass in the top right)
2. Click on the structure your new starter should sits in – e.g’ Support Staff or Teachers
3. Click on ‘Team Actions’ (or scroll to the bottom of the page)
4. All the new starters will appear at the bottom of the list
5. Click on ‘Manage ePF’ on the right-hand side of their names.

If ‘Manage ePF’ is missing for the new starter and you can’t access their contract, take a screenshot and raise an IBC enquiry. Include the personnel number and name of the employee whose contract you need.

**Leavers**

* IBC online guidance gives you details of the actions that need to be followed (search ‘Make Leaver’) and if you need further support you can use webchat by clicking on the ‘Need help, chat now’ icon in the bottom right of the screen on the guidance pages.
* A leaver checklist is also available providing a quick and easy way to ensure all the necessary tasks have been completed.
* Please remind staff that access to Employee Self-Service (ESS) will stop when they leave, so documents such as P60s and payslips should be downloaded before they go. If they have no other employment in Oxfordshire County Council their P45 and final pay advice will be sent to their home address shortly after leaving.

Remember:

* **If you have support staff leaving the organisation** it is recommended they are paid until the 31 December to make sure they have received their full annual leave entitlement.
* If you have any staff leaving your school to join another Oxfordshire County Council maintained school (or moving to the council in a non-school role), no action is required – it is the recruiting school (or manager) that completes the ‘Move Employee’ action.

**Fixed term / temporary contracts**

For staff who are remaining in employment, please extend their contract so that they have the correct proposed end date on their record.

**For staff** who are leaving the school, the appropriate leaver action must be completed to ensure the employee is not overpaid.

**Have a question?**

You can get help with HR processes by visiting the guidance pages in IBC. If you still have a query after reading the guidance, you can get help using webchat. Look for the orange ‘Need help, chat now’ icon in the bottom right-hand side of the guidance page. And you can always raise an IBC enquiry.